

**USUHS  
INSTRUCTION  
1343**





# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## SUBJECT: Commercial Vendors (Sales Persons) at the Uniformed Services University of the Health Sciences (USUHS)

### Instruction 1343

(CTR)

AUG 15 2001

#### ABSTRACT

This Instruction assigns responsibilities and prescribes policies and procedures for the Uniformed University of the Health Sciences (USUHS) regarding the visit of commercial vendors (sales persons) to the University.

#### **A. Reissuance and Purpose.**

The purpose of this Instruction is to reissue USUHS Instruction 1343<sup>a</sup> and set forth the basic policy concerning the visit of commercial vendors (sales persons) at the USUHS.

#### **B. References.** *See enclosure 1.*

**C. Background.** USUHS is a medical teaching facility that operates with an "open door" atmosphere. On occasion, commercial vendors (sales persons) arrive at USUHS uninvited and proceed to a department/activity, disrupting both offices and employees.

**D. Applicability.** The provisions of this Instruction apply to all personnel assigned to USUHS.

**E. Policy.** It is the University's policy to maintain a good community relationship/liaison with commercial activities that

provide products and services utilized by USUHS.

#### **F. Responsibilities.**

a. Each department/activity will assist in monitoring the arrival and departure of commercial vendors (sales persons), as well as their conduct, while at USUHS.

b. USUHS employee contacts with commercial vendors (sales persons) will comply with the DoD Joint Ethics Regulations<sup>b</sup>.

c. Personal solicitation by commercial vendors (sales persons) will comply with DoD Directive 1344.7<sup>c</sup>.

**G. Procedures.** The following are guidelines to assist in carrying out that responsibility. It is recommended that:

1. All vendors (sales persons) schedule an appointment prior to visiting a department/activity.

2. All vendors (sales persons) check in at the Security Office, ground level, 'B' Bldg.

3. The Security Office notifies the Department or the individual contact that his/her appointment has arrived.

4. Commercial vendors (sales persons) arriving at USUHS, without an appointment or checking in through Security, may be asked to leave if the department/activity personnel do not wish to meet with them. Vendors (sales persons) resisting this request will be escorted from USUHS by Security.

5. For commercial vendors (sales persons) who report to Security and who do not have an appointment:

a. Security will notify the Contracting Directorate (CTR) that a

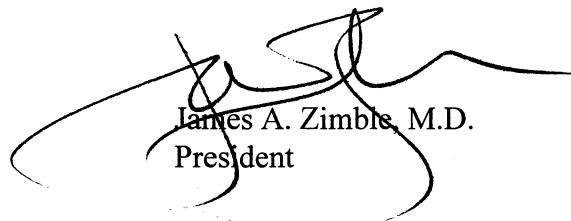
vendor is visiting USUHS without an appointment, and the vendor will be directed to the CTR.

b. The CTR will request product information from the vendor, and CTR will provide the vendor with a potential source to contact at USUHS, if appropriate.

c. The CTR will advise the vendor that an appointment is necessary before visiting a USUHS department/activity, and that they could be escorted from USUHS if this instruction is not followed.

#### **H. Effective Date**

This Instruction is effective immediately.



James A. Zimble, M.D.  
President

Enclosure

1. References

**REFERENCES**

- (a) USUHS Instruction No. 1343,  
“Commercial Vendors (Sales Persons)  
at the Uniformed Services University of  
the Health Sciences (USUHS)” 27  
February 1991 (hereby canceled)
- (b) DoD Joint Ethics Regulation,  
30 August 1993
- (c) DoD Directive 1344.7, “Personal  
Commercial Solicitation on DoD  
Installations,” 13 February 1986